



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED CARE SERVICES

BUREAU OF ELDERLY & ADULT SERVICES

Nicholas A. Toumpas
Commissioner

Nancy L. Rollins
Associate
Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4680 1-800-351-1888
Fax: 603-271-4643 TDD Access: 1-800-735-2964

NHRECOVERY
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December 18, 2009

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services (DHHS), Division of Community Based Care Services, Bureau of Elderly and Adult Services to enter into a sole source amendment to an existing Agreement (Purchase Order #1003917) with Tri-County Community Action Program, Inc., (Vendor Code # 177195), to provide Nutrition Services/Congregate meals to elderly individuals, which was initially approved by Governor and Council on October 21, 2009 (Item # 72), by increasing the contract amount by \$3,675.00 from \$48,027.42 to \$51,702.42, effective date of Governor and Council approval through September 30, 2010. This amendment is supported with funds made available under the American Recovery and Reinvestment Act of 2009 (ARRA) to provide Nutrition Services/Home Delivered and Congregate meals. Funds are available in the following account(s) for SFYs 2010 and 2011, with the authority to adjust encumbrances between each of the State fiscal years through the Budget Office if needed and justified.

05-95-48-481010-0885 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES,
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, AOA ARRA MEALS

Fiscal Year	Class/Object Code	Class Title	Current Modified Budget	Increase (Decrease) Amount	Revised Modified Budget
SFY 2010	502-500891	Contracts to providers	\$36,448.72	\$ 3,675.00	\$40,123.72
SFY 2011	502-500891	Contracts to providers	<u>\$11,578.70</u>	<u>\$ 0.00</u>	<u>\$11,578.70</u>
Totals			\$48,027.42	\$ 3,675.00	\$51,702.42

Source of Funds: One hundred percent Federal ARRA funds.

EXPLANATION

Funding for this amendment with Tri-County Community Action Program, Inc. is with American Recovery and Reinvestment Act of 2009 Public Law 111-5 (ARRA) funds, which provide Nutrition Services/Congregate meals that meet some needs of elderly individuals by providing meals in a group setting. This contract amendment increases the number of Congregate meals by 750, from 5,000 to 5,750 at a rate of \$4.90 per meal in SFY 2010, for a revised total contract amount of \$51,702.42 through September 30, 2010. Services are provided in accordance with The Older American's Act (AoA) of 1965, as amended.

The Administration on Aging (AoA) awarded BEAS two grants from the American Recovery and Reinvestment Act of 2009 (ARRA) to provide Nutrition Services /Home Delivered meals and Nutrition Services/ Congregate meals to seniors in need of food by preventing waitlists and closures and to create or retain jobs.

These funds assist New Hampshire communities dealing with rising food costs at a time when demand for services is increasing due to the economic downturn and the growing number of older adults. To maintain transparency and accountability for the use of ARRA funds, BEAS awarded separate contracts to the Nutrition providers, which serves to segregate the ARRA funds from the ongoing BEAS supported Nutrition programs. Services provided and the associated costs will be tracked and reported separately on a monthly basis to meet the requirements of the ARRA legislation.

The initial distribution of the ARRA funds for the Home Delivered and Congregate Meals programs was determined as follows: BEAS elected, with the support of the AoA, not to seek competitive bids for these services as all meals providers who submitted a bid in response to RFP 10 DCBCCS-BEAS-SS-01 released by BEAS on February 6, 2009, were awarded contracts for congregate and/or home delivered meals. BEAS contacted these providers and asked them to identify additional needs that meet the requirements of the ARRA funds. This amendment is part of the final distribution of SFY 2010 ARRA Nutrition Services/Congregate Meals spending plan in the amount of \$71,854.00 that was not obligated at the time the original ARRA contracts were approved. Development and finalization of the spending plan involved: 1) clarification from AoA regarding allowable costs and reporting requirements, and 2) negotiations with the nutrition providers who requested additional ARRA funds. Under the final spending plan, contract amendments were awarded to all the nutrition providers who requested additional Nutrition Services/Congregate Meals ARRA funding that meet the ARRA requirements. See attached list of BEAS' final ARRA Spending Plan.

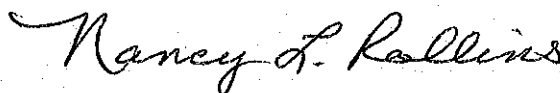
The contractor's performance will be measured by their ability to provide the number of meals and clients served, quality of service, each meal shall provide 1/3 of the Recommended Dietary Allowance (RDA) issued by the United States Departments of Health and Human Services and Agriculture, avoidance of a waitlist, and meeting the required documentation detailed in Exhibit C ARRA Standard Terms and as instructed by BEAS in accordance with the terms of the contract as evidenced by monthly invoices and reports submitted to BEAS.

Area served: See attached Catchment Area Form.

Source of Funds: One hundred percent Federal ARRA funds.

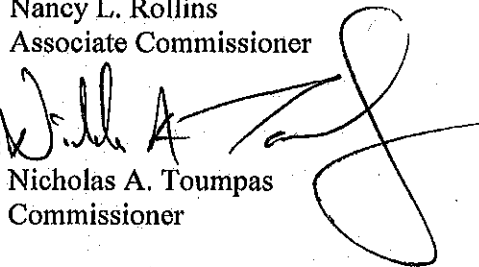
In the event that the Federal funds become no longer available, General Funds will not be requested to support these programs.

Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner

State Fiscal Year 2010				SFY 2010		SFY 2010		SFY 2010		SFY 10	
		Delivered Meals		Rate per Meal:		Congregate Meals		Rate per Meal:		Jobs: Paid with Recovery Act Funds	
Agency	Town in which agency resides	# Meals	Dollars	# Meals	Dollars						Amount
1 Cap Belknap Merrimack Counties	Concord	5,410	\$28,781.20	1,300	\$6,370.00						\$52,689.50
2 Gibson Center for Senior Citizens	North Conway	2,246	\$11,948.72	0	\$0.00						\$11,948.72
3 Grafton County Senior Citizens Council	Lebanon	2,246	\$11,948.72	0	\$0.00						\$11,948.72
4 Greater Wakefield Resource System	Union	not a provider of HD meals		2,000	\$9,800.00						\$9,800.00
5 Newport Senior Center	Newport	0	\$0.00	0	\$0.00						\$0.00
6 Ossipee Concerned Citizens	Center Ossipee	2,562	\$13,629.84	9,000	\$44,100.00						\$57,729.84
7 Rockingham County Nutrition Program	Brentwood	4,408	\$23,450.56	13,000	\$63,700.00						\$100,887.25
8 Somersworth Housing Authority	Somersworth	3,301	\$17,561.32	0	\$0.00						\$29,143.82
9 St. Joseph Community Service	Merrimack	5,410	\$28,781.20	15,000	\$73,500.00						\$102,281.20
10 Tri-County Community Action Program	Berlin	2,246	\$11,948.72	5,750	\$28,175.00						\$40,123.72
11 VNA @ HCS	Keene	2,246	\$11,948.72	0	\$0.00						\$11,948.72
Total		30,075	\$159,999.00	46,030	\$225,645.00						\$428,301.49

State Fiscal Year 2011	Congregate Meals	Rate per Meal:
		\$4.90
	# Meals	Dollars
	0	\$0.00
	0	\$0.00
	0	\$0.00
	500	\$2,450.00
	0	\$0.00
	1,200	\$5,880.00
	3,000	\$14,700.00
	0	\$0.00
	4,000	\$19,600.00
	2,363	\$11,578.70
	0	\$0.00
	11,063.00	\$54,208.70

Tri County Community Action Program, Inc
ARRA SERVICE CATCHMENT AREA

[illegible]

AMENDMENT

This Agreement (hereinafter called the "Amendment") dated this 7th day of December, 2009, by and between the State of New Hampshire, acting by and through its Division of Community Based Care Services, Bureau of Elderly and Adult Services of the Department of Health and Human Services (hereinafter referred to as the "Bureau") and Tri-County Community Action Program, Inc., a corporation organized under the laws of the State of New Hampshire, with a place of business at 30 Exchange Street, Berlin, New Hampshire 03570 (hereinafter referred to as the "Provider").

WHEREAS, pursuant to an Agreement (hereinafter called the "Agreement") dated August 21, 2009, and approved by the Governor and Executive Council on October 21, 2009, (Item # 72), the Provider agreed to perform certain services upon the terms and conditions specified in the Agreement and in consideration of payment by the Division of certain sums as specified therein; and

WHEREAS, pursuant to the provisions of Section 17 of the Agreement, the Agreement may be amended, waived or discharged only by a written instrument executed by the parties thereto; and

WHEREAS, the Provider and the Division have agreed to amend the Agreement in certain respects;

NOW THEREFORE, in consideration of the foregoing, and the covenants and conditions contained in the Agreement and set forth herein, the parties do hereby agree as follows:

1. Amendment and Modification of Agreement:

The Agreement is hereby amended as follows:

To Amend Price Limitation section 1.8 by increasing the amount from \$48,027.42 to \$51,702.42.

To Amend Exhibit A Scope of Services as follows:

SECTION I: NUTRITION SERVICES/CONGREGATE MEALS

Paragraph 4, amended by adding the following language as included below in italics:

4. Units of Service:

The Contractor agrees to provide the number of Nutrition Services/Congregate Meals as detailed in Exhibit B Purchase of Services. *The number of units of ARRA Congregate Meals is increased by 750 units, from 5,000 to 5,750 units.*

Contractor's Initials: LMK
Date: 12-15-09

To Amend Exhibit B as detailed in *italics*:

**EXHIBIT B
PURCHASE OF SERVICES**

Contractor Name: Tri-County Community Action Program, Inc.

1. Subject to the Contractor's compliance with the terms and conditions of the Agreement, the Bureau of Elderly and Adult Services shall reimburse the Contractor for units of service provided to eligible individuals, by the Contractor, at the following rate(s):

<u>STATE FISCAL YEARS 2010 and 2011</u>						
<u>Governor and Council approval through September 30, 2010</u>						
Service	<u>SFY 2010</u> <u>Rate Per</u> <u>Unit</u>	<u>SFY 2010</u> <u>Units</u>	<u>SFY 2010</u> <u>Cost</u>	<u>SFY 2011</u> <u>Rate Per</u> <u>Unit</u>	<u>SFY 2011</u> <u>Units</u>	<u>SFY 2011</u> <u>Cost</u>
ARRA						
Congregate Nutrition Services	\$ 4.90 per meal	5,750	\$ 28,175.00	\$ 4.90 per meal	2,363	\$ 11,578.70
Home Delivered Nutrition Services	\$ 5.32 per meal	2,246	\$ 11,948.72	\$ 5.32 per meal	0	\$ 0.00
Totals			\$ 40,123.72			\$ 11,578.70
State Fiscal Year 2010			\$ 40,123.72			
State Fiscal Year 2011			\$ 11,578.70			
Grand Total			\$ 51,702.42			

2. It is understood that in no event shall the total payments made by the Bureau of Elderly and Adult Services under this Agreement exceed the sum of \$ 51,702.42.

2. Effective Date of Amendment:

This Amendment shall be effective January 27, 2010, or date of Governor and Council approval, whichever is later.

Contractor's Initials: 29 R
Date: 12-15-09

3. Continuance of Agreement:

Except as specifically amended and modified by the terms and conditions of this Amendment, the Agreement, and the obligations of the parties thereunder, shall remain in full force and effect in accordance with the terms and conditions set forth therein.

IN WITNESS WHEREOF, the parties have hereunto set their hands as of the day and year first above written.

THE STATE OF NEW HAMPSHIRE
Division of Community Based Care Services
Bureau of Elderly and Adult Services
Department of Health and Human Services

By Nancy L. Rollins
Associate Commissioner

Tri-County Community Action Program, Inc.
Name of Corporation

By Lawrence M. Kelly

Name/Title Lawrence M. Kelly, Executive Director

STATE OF New Hampshire

COUNTY OF Coos

On this the 15th day of December, 2009, before me, Joann D. Lakin the undersigned officer, personally appeared Lawrence M. Kelly who acknowledged himself/herself to be the Executive Director of Tri-County CAP, a corporation, and that he/she, as such Executive Director being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself/herself as Executive Director.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Joann D. Lakin
Notary Public/Justice of the Peace

My commission expires: 5/18/12

Approved by Attorney General this 6th day of January, 2010.

By Suzan M. Lehmann (Suzan Lehmann)
OFFICE OF THE ATTORNEY GENERAL

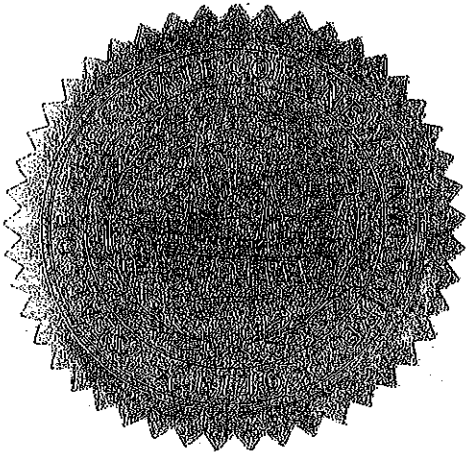
Approved by Governor and Council this 27th day of January, 2010. Item # 54

Contractor's Initials: JK
Date: 12-15-09

State of New Hampshire
Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. (TRI-COUNTY CAP) is a New Hampshire nonprofit corporation formed May 8, 1965. I further certify that it is in good standing as far as this office is concerned, having paid the fees required by law.



In TESTIMONY WHEREOF, I hereto
set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 20th day of February, A.D. 2009

A handwritten signature in dark ink, appearing to read "Wm. Gardner", written in a cursive style.

William M. Gardner
Secretary of State

Search
By Business Name
By Business ID
By Registered Agent
Annual Report
File Online

Date: 2/18/2009
Filed Documents
(Annual Report History, View Images, etc.)

Business Name History

Name	Name Type
TRI-COUNTY COMMUNITY ACTION PROGRAM, INC. (TRI-COUNTY CAP)	Legal
COMMUNITY ACTION IN COOS, CARROLL AND GRAFTON COUNTIES, INCORPORATED	Prev Legal

Non-Profit Corporation - Domestic - Information

Business ID:	63020
Status:	Good Standing
Entity Creation Date:	5/18/1965
Principal Office Address:	30 EXCHANGE ST BERLIN NH 03570
Principal Mailing Address:	30 Exchange Street Berlin NH 03570
Expiration Date:	Perpetual
Last Annual Report Filed Date:	2/1/2006
Last Annual Report Filed:	2005

Registered Agent

Agent Name:	
Office Address:	No Address
Mailing Address:	No Address

Tri-County Community Action Program, Inc.

ABSTRACT OF CORPORATE MINUTES

The following is a true abstract from minutes of meeting

of Board of Directors of Tri-County Community Action Program Inc.
(Name of Governing Board) (Name of Corporation)

on March 18, 2009 which was duly called at which a quorum was
present:

"On motion duly made and seconded, it was voted to authorize

the Executive Director, to accept grants and awards and enter into contracts, and contract amendments from time to time with the New Hampshire Department of Health and Human Services, Bureau of Elderly and Adult Services, to sign and otherwise fully execute such acceptances and contracts, and contract amendments or modifications thereto, and any related documents requested by the New Hampshire Department of Health and Human Services; Bureau of Elderly and Adult Services, this authorization to continue until revoked by vote of this governing board.

I certify the foregoing vote is still in effect and has not been revoked, rescinded or modified.

I further certify that Lawrence M. Kelly is the duly elected Executive Director of this corporation and is still qualified and serving in such capacity.

12-15-09
(Date)

Rudolf [Signature]
Secretary

(Imprint seal of corporation. If none, write: "No corporate seal.")

STATE OF NEW HAMPSHIRE

COUNTY OF COOS

On December 15, 2009, before the undersigned officer personally appeared the person identified in the foregoing certificate, known to me (or satisfactorily proven) to be the Clerk/Secretary of the corporation identified in the foregoing certificate, and acknowledged that he she/he executed the foregoing certificate.

In witness whereof I hereunto set my hand and official seal.

Elaine M. Wheeler
Notary Public/Justice of the Peace

My commission expires: _____

ELAINE M. WHEELER
Notary Public - New Hampshire
My Commission Expires February 4, 2014

ACORD™ CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YYYY)
07/22/09

PRODUCER
Davis Towle Morrill & Everett
 115 Airport Road
 P O Box 1260
 Concord, NH 03302-1260

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION
 ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE
 HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR
 ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
Tri County Community Action Program Inc
 30 Exchange Street
 Berlin, NH 03570

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: **Philadelphia Insurance Co.**
 INSURER B: **MEMIC Indemnity Company**
 INSURER C:
 INSURER D:
 INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY	PHPK448555	07/22/09	07/22/10	EACH OCCURRENCE
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person)
					PERSONAL & ADV INJURY
					GENERAL AGGREGATE
	GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMP/OP AGG
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
A	AUTOMOBILE LIABILITY	PHPK448555	07/22/09	07/22/10	COMBINED SINGLE LIMIT (Ea accident)
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)
	<input checked="" type="checkbox"/> HIRED AUTOS				
	<input checked="" type="checkbox"/> NON-OWNED AUTOS				
	GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC AGG
A	EXCESS/UMBRELLA LIABILITY	PHUB279390	07/22/09	07/22/10	EACH OCCURRENCE
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE
	<input type="checkbox"/> DEDUCTIBLE				
	<input checked="" type="checkbox"/> RETENTION \$ 10000				
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	3102801186	07/01/09	07/01/10	WC STATU-TORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE
	OTHER				E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

**** Workers Comp Information ****

Included states ~ NH

Exclusion of Executive Officers or Partners ~ Joe Costello

Exclusion of Executive Officers or Partners ~ William Hatch

(See Attached Descriptions)

CERTIFICATE HOLDER

NH Dept of Health & Human
 Services Division of Community
 Care Services Bureau of Elderly
 & Adult Svcs 129 Pleasant St
 Concord, NH 03301-3857

CANCELLATION


SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

**Comprehensive General Liability Insurance
&
Worker's Compensation Acknowledgement Form**

The New Hampshire Office of Attorney General requires that the Request for Proposal (RFP) package inform all Bidders of the State of New Hampshire's general liability insurance and worker's compensation requirements. Please complete and return this form and all required Certificate(s) of Insurance with your proposal.

Comprehensive General Liability Insurance: The limits of liability required are dependent upon your corporation's legal formation, and the annual total amount of contract work with the State of New Hampshire. Please select ONE of the three checkboxes below that best describes your corporation's legal formation and annual total amount of contract work with the State of New Hampshire.

		Select one
1	The contractor certifies that it IS a 501 © (3) contractor whose <u>annual</u> total amount of contract work with the State of New Hampshire does <u>not</u> exceed \$500,000.	
2	The contractor certifies that IS a 501 © (3) contractor whose <u>annual</u> total amount of contract work with the State of New Hampshire <u>equals or exceeds</u> \$500,000.	✓
3	The contractor certifies that it is NOT a 501 © (3) contractor.	
	 Executive Director 9-02-2009 Signature and Title and Date	

INSURANCE REQUIREMENTS for selection # 1 – Per RSA 21-1: 13, XIV. The general liability insurance provision for standard state contracts, requires any contractor who qualifies for nonprofit status under section 501 © (3) of the Internal Revenue Code and whose annual gross amount of contract work with the state does not exceed \$500,000 to have:

- Comprehensive general liability insurance in amounts of not less than \$1,000,000 per claim or occurrence and \$2,000,000 in the aggregate. *These amounts may NOT be modified.*

INSURANCE REQUIREMENTS for selection # 2 or # 3 – Per Agreement (P-37) General Provisions, 14.1 and 14.1.1. Insurance and Bond: The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, both for the benefits of the State, the following insurance:

- Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence. *The State of New Hampshire MAY modify these amounts upon approval of the Attorney General.*

The policies shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

THE MISSION OF THE COMMUNITY ACTION AGENCY

CSA defines the Mission of each CAA to be "to stimulate a better focusing of all available...resources." The Act thus gives the CAA a primarily catalytic mission: to make the entire community more responsive to the needs and interests of the poor by mobilizing resources and bringing about greater institutional sensitivity. A CAA's effectiveness, therefore, is measured not only by the services which it directly provides but, more importantly, by the improvements and changes it achieves in the community's attitudes and practices toward the poor and in the allocation and focusing of public and private resources for antipoverty purposes.

To carry out this Mission effectively, the CAA must:

- Work with three significant groups in the community:
 - The poor
 - The public sector
 - The private sector
- Develop both a long-range strategy and specific short-range plans which will have the greatest impact on the community.
- Serve as a bridge between the poor and community and its resources.
- Serve as advocate of the poor, so that there is a reduction in the isolation of the poor from the rest of the community and that communication between the poor and the community is increased.

I. The CAA's Mission is to:

Stimulate a better focusing of all available resources on the problems of poverty.

II. The CAA's effectiveness is judged by:

The improvements and changes it achieves and not by the services it delivers.

III. The CAA forms a coalition in the community of:

- The poor
- The public sector
- The private sector

IV. The CAA must:

- Develop long and short range plans
- Serve as a bridge between the poor and the community
- Serve as advocate of the poor

Ron L. Beaulieu & Company

CERTIFIED PUBLIC ACCOUNTANTS

www.rlbco.com
accting@rlbco.com

41 Bates Street
Portland, Maine 04103

Tel: (207) 775-1717
Fax: (207) 775-7103

INDEPENDENT AUDITORS' REPORT

March 31, 2009

Board of Directors
Tri-County Community Action Program, Inc.
Berlin, New Hampshire

We have audited the accompanying statement of financial position of Tri-County Community Action Program, Inc. as of June 30, 2008 and the related statement of activities, functional expenses, and cash flows for the year then ended. These statements are the responsibility of the Corporation's management. Our responsibility is to express an opinion on these statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Tri-County Community Action Program, Inc. as of June 30, 2008 and the results of its operations and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated March 31, 2009, on our consideration of Southwestern Community Services, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grants. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be read in conjunction with this report in considering the results of our audit.

Certified Public Accountants

TRI-COUNTY COMMUNITY ACTION PROGRAM, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30,

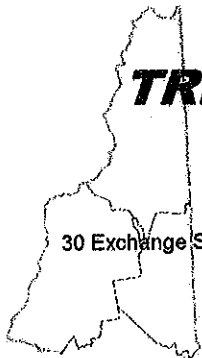
	<u>2008</u>
CURRENT ASSETS	
Cash	\$ 223,081
Accounts receivable	952,225
Inventories	83,458
Total current assets	<u>1,258,764</u>
FIXED ASSETS	
Real estate	5,497,062
Equipment	1,305,192
Cornerstone condo unit	550,713
Construction-in-progress	-
Total fixed assets	<u>7,352,967</u>
Less: accumulated depreciation	<u>(1,973,946)</u>
Net fixed assets	<u>5,379,021</u>
OTHER ASSETS	
Other assets	66,571
Total other assets	<u>66,571</u>
TOTAL ASSETS	<u><u>\$ 6,704,356</u></u>
CURRENT LIABILITIES	
Accounts payable	1,000,090
Accrued expenses	533,721
Deferred revenue	163,868
Line of credit	-
Current portion of long-term debt	70,617
Total current liabilities	<u>1,768,297</u>
LONG-TERM DEBT, less current portion	<u>3,372,682</u>
TOTAL LIABILITIES	<u>5,140,979</u>
NET ASSETS	
Unrestricted	1,563,377
TOTAL NET ASSETS	<u>1,563,377</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 6,704,356</u></u>

See accompanying independent auditors' report and notes to financial statements.

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30,**

	<u>2008</u>
REVENUES:	
Grants and contracts	\$ 15,329,681
Program funding	1,026,528
Rental income	293,969
Contributions	312,990
Gain/loss on disposal	7,198
Other revenue	914,022
Interest income	4,531
In-kind contributions	547,658
TOTAL REVENUES	<u>18,436,577</u>
EXPENSES:	
Program services:	
Agency Fund	1,244,624
Agency Other	38,203
Head Start	2,438,898
Guardianship	842,213
Transportation	749,827
Volunteer	283,729
Workforce Development	452,097
AOD	1,429,396
Carroll County Dental	141,131
Carroll County Restorative Justice	137,918
Support Center	288,193
Housing, Economic, and Community Development	243,345
Energy, Community Contact, and Homeless	7,769,905
Elder	1,267,883
Total program services	<u>17,327,362</u>
Support services:	
Management and General	1,200,669
Total support services	<u>1,200,669</u>
TOTAL EXPENSES	<u>18,528,031</u>
INCREASE (DECREASE) IN NET ASSETS	(91,454)
NET ASSETS - JULY 1	3,317,281
PRIOR PERIOD ADJUSTMENT	<u>(1,662,450)</u>
NET ASSETS - JULY 1 (RESTATED)	1,654,831
NET ASSETS - JUNE 30	<u><u>\$ 1,563,377</u></u>

See accompanying independent auditors' report and notes to financial statements.



TRI-COUNTY COMMUNITY ACTION PROGRAM Inc.

Serving Coos, Carroll & Grafton Counties

30 Exchange Street, Berlin, N.H 03570 • (603) 752-7001 • Toll Free: 1-800-552-4617 • Fax: (603) 752-7607
Website: <http://www.tccap.org> • E-mail: admin@tccap.org
Executive Director: Lawrence M. Kelly

BOARD OF DIRECTORS **2009 - 2010**

COOS COUNTY

Mr. Stanley Judge, Vice-Pres.
397 North Rd.
Shelburne NH 03581
Tel. 466-3986

John Walsh
51 Glen Rd., Apt. 8-A
Gorham NH 03581
Tel. 466-5328

William Hatch, Treas.
79 Promenade St.
Gorham NH 03581
Tel. 466-9491-HM

Rudy Urban, Secretary
371 Madison Ave.
Berlin NH 03570
Tel. 752-7663

Mr. Jim Weagle
3 Maple St.
Groveton NH 03582
Tel. 636-6109
(cell)631-0480

Jim Wagner
961 Main St.
Berlin, NH 03570
Tel. 723-3720

CARROLL COUNTY

Joe Costello, Pres.
Board President
P.O. Box 1900
Conway NH 03818
Tel. 569-8400
ijoe102000@yahoo.com

Rita Libby, Vice-Pres.
Box 43
West Ossipee NH 03890
Tel. 323-7002

Anne Martin
PO Box 537
Sanbornville NH 03872
Tel. 522-3969

Ed Labonville
PO Box 398
No. Conway, NH 03860
Tel. 668-5381
(Temp. telephone)

GRAFTON COUNTY

Karen Tippit
249 Main St
Littleton NH 03561
Tel. 444-7444
866-484-7444

Michael Cryans
PO Box 999
Hanover NH 03755
Tel. 448-4872, Ext. 110-WK
448-4351-HM

Jim Anan
35 Lilac Lane
Littleton, NH 03561
444-1754

Nancy Plantinga, Vice-Pres.
247 Reservoir Rd
Plymouth NH 03264
Tel. 536-1855

Ned Densmore
533 Wells Road
Franconia NH 03580
Tel. 823-8433
neddensmore@hughes.net

Suzanne Moberly
281 Pleasant St.
Littleton, NH 03561
Tel. 444-1372

Weatherization
(603) 752-7105

Administration
(603) 752-7001

AoD
(603) 752-7941

Youth
Alternatives/ Court
Diversion
(603) 752-1872



Community
Contact
(603) 752-3248

R.S.V.P
(603) 752-4103

Energy Programs
(603) 752-7100

Housing, Economic &
Community Dev.
(603) 752-5855



AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009

Personnel Form - Program Personnel Costs Budget By Service	
Agency Name	Tri-County Community Action Program, Inc.
Program Service Name	North County Senior Meals-Congregate

SFY 2010 7/1/09 - 6/30/10			
Position Title	FTE's	Total Annual Salary	Dollars Budgeted to BEAS ARRA Nutrition Program

Key Administrative Staff			
Executive Director of Tri-County CAP, Inc.	1	\$ 139,062.82	
Deputy Director of Tri-County CAP, Inc.	1	\$ 91,514.80	
Fiscal Director of Tri-County CAP, Inc.	1	\$ 77,896.00	
Director of Elder Programs	0.45	\$ 40,808.04	
Programs Administrator of Elder Programs	0.45	\$ 34,987.68	
Direct Care Staff			
Site Manager's (3)	2.8	\$ 75,703.68	
Head Cooks (3)	2.625	\$ 56,677.40	
Assistant Cooks (3)	2.025	\$ 32,827.60	
MOW Deliverers (4)	1.55	\$ 24,971.44	
Kitchen Aides (3)	1.525	\$ 24,224.20	
Substitute Kitchen Help	0.67	\$ 10,222.50	
Meals program worker	0.75	\$ 736.00	100% \$ 736.00
Non Key Administrative Staff			
Activities Coordinator	0.975	\$ 25,350.00	
Outreach Worker	0.7	\$ 13,366.08	
Office Assistant	0.75	\$ 12,090.00	
In-Kind Volunteers		\$ 3,401.70	100% \$ 3,401.70

Total Personnel Costs		\$ 663,839.94	\$ 4,137.70
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AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009

Program Budget Form - Program Costs & Revenues Budget By Service			
Agency Name		Tri-County Community Action Program, Inc.	
Program Service Name		North Country Senior Meals-Congregate	
		SFY 2010 10/7/09 - 6/30/10	
Program Component	FTE	Amount	
COSTS			
Salaries & Benefits			
Personnel Salaries	\$ -	\$	4,137.70
Fringe Benefits & Payroll Taxes		\$	220.80
Subtotal Salaries & Benefits		\$	4,358.50
Other Direct Costs			
Food		\$	10,752.50
Subcontracts		\$	-
Other		\$	3,629.40
Subtotal Other Direct Costs		\$	14,381.90
Occupancy		\$	10,823.80
Subtotal Program Costs		\$	29,564.20
Agency Admin. Support		\$	3,392.50
TOTAL PROGRAM COSTS		\$	32,956.70
REVENUES			
Federal ARRA Revenues			
American Recovery and Reinvestment Act of 2009 (ARRA)		\$	28,175.00
Total ARRA Revenues		\$	28,175.00
Inkind Revenue		\$	4,781.70
TOTAL PROGRAM REVENUES		\$	32,956.70
15% ARRA MATCHING REQUIREMENT		Sources and amounts of the non-federal 15% match requirement.	
In-Kind Space			1380.00
In-Kind Revenue			3401.70
Program Donations			7820.00
TOTAL # ARRA FUNDED MEALS			5,750



**AMERICAN RECOVERY AND REINVESTMENT ACT
OF 2009**

**BUDGET NARRATIVE
SFY 2010**

Salaries & Benefits:

includes a Meals Program Worker 30 hours/week @ \$7.25/hour

Food:

includes food vendors of NorthCenter Food Service and Sysco Food Service

Other:

includes kitchen supplies, consumables, travel to satellite sites

Occupancy:

includes utilities, telephone, rent

LAWRENCE M. KELLY
191 Emery Street
Berlin NH 03570
(603) 752-1666

Professional
Experience:
1984-Present

Executive Director

Tri-County Community Action Program, Inc., Berlin NH

Previous:

Associate Director for Intergovernmental Relations
Community Services Administration, Region I, Boston

Executive Director, Federal Regional Council of New England,
Boston

Federal Regional Council Coordinator, Office of Economic
Opportunity/Community Services Administration, Boston

Senior Field Representative, Community Services
Administration, Boston

Executive Director, Opportunity Corp., Community Action
Agency, Asheville, North Carolina

Assistant Director, Operation Breakthrough, Community Action
Agency, Durham, North Carolina

Education:

University of Notre Dame, A.B.
Duke University, Doctoral Fellowship

Awards:

National Community Action Foundation - National Executive
Director of the Year Award
State of New Hampshire - Governor's Commendation
United Way of No. NH Halvorson Memorial Award

Organizations
and Societies

Granite State Association of Non-Profits, President
Gorham Historical Society, President
NH Public Utilities Commission, Citizens' Advisory Board, V.P.
Berlin Area Health Consortium, Board
North Country Education Foundation, Board
Northern Forest Heritage Park, Board
New Hampshire Housing Finance Authority, Program Board
North Country AoD Advisory Board
Arts Alliance of No. NH - Vice-Pres.

Peter G. Higbee

P.O. Box 170
1900 Easton Road
Franconia, NH 03580
(603) 823-8174 (H) (603) 752-7001 (W)

Professional Experience

February, 1999 to
present

Tri-County CAP, Inc.
Berlin, NH

Deputy Director, responsible for organizational development, IT, and planning and management support for Tri-County CAP's comprehensive array of human service programs. Functions as COO of agency with \$13 million* budget, 300* staff.

February, 1996 to
January 1999

Tri-County CAP, Inc.
Berlin, NH

Planning and Administrative Coordinator, responsible for planning and management support for comprehensive array of human service programs that comprise Tri-County CAP, Inc.

October, 1986 to
February, 1996

Tri-County CAP, Inc. - Head Start
Berlin, NH

Director of Head Start program, responsible for overall operation of comprehensive child and family development program offering center-based and home-based services to 238 families through 10 community-based sites. \$1 million* budget, 50* staff.

September, 1987 to
August, 1996

College for Lifelong Learning, University System of New Hampshire
Littleton & Berlin, NH offices, various sites

Teaching Faculty, responsible for teaching courses in Early Childhood Education Degree and Certificate programs, including Parent-Staff Relations, Guiding the Behavior of Young Children, Pre-school Child Development, and Foundations of Early Childhood Education.

September, 1980 to
October, 1986

Tri-County CAP, Inc. - Head Start
Berlin, NH

Education/Special Needs/Mental Health Coordinator, responsible for planning and supervising implementation of Education, Special Needs and Mental Health services to up to 177 Head Start children and families, through community-based staff.

September, 1977 to
September, 1980

Tri-County CAP, Inc. - Head Start
No. Stratford & Littleton, NH

Head Teacher, responsible for classroom of up to 20 3- to 5-year-old Head Start children, including integration of nutrition and health services, parent support and parent involvement. Classes included special needs children.

February, 1975 to
August, 1977

Coppermine School
Franconia, NH

Teacher/Parent Participant in the co-operative founding and operation of an alternative, ungraded, parent-run elementary school, including Teaching at the primary level.

Dori Thompson

RR 1 Box 8
Intervale, NH 03845
(603) 356-8458 (h)
dorilee@hotmail.com

Fiscal Director/Controller

PROFESSIONAL EXPERIENCE

Financial Management / Analysis

- Trained staff on Chart of Accounts, Accounts Payable, and Payroll to maintain consistently accurate accounting of funds;
- Examined and analyzed journal and ledger entries, bank statements, inventories, expenditures and other accounting and financial records to ensure financial recording accuracy and compliance with local, state, and federal requirements;
- Created and presented monthly/quarterly expense analysis spreadsheets to inform management of variances and to enable them to monitor expenditures;
- Developed and implemented comprehensive annual budgets, and provided accurate and timely monthly reports to control budget overruns;
- Reorganized office and accounting processes to improve efficiency and boost productivity;
- Analyzed financial accounts to provide detailed reports of fiscal health to senior management.

EMPLOYMENT HISTORY

<i>Fiscal Director/Controller</i> - Tri-County CAP Inc. Berlin, NH	2003 to Present
<i>Staff Accountant</i> - Dineen-Crane Lancaster, NH	2003 to 2003
<i>Fiscal Officer</i> - Sunflower-Humphreys Counties Progress, Inc. Indianola, MS	2001 to 2003
<i>Coding Technician/Claims Processor</i> - Indianola Family Medical Group, Indianola, MS	1998 to 2001
<i>Finance and Insurance Manager</i> - Central Buick, Indianola, MS	1995 to 1998

EDUCATION

M.B.A., Business Administration, May 2003
Delta State University, Cleveland, MS, GPA: 3.75

B.A., Accounting, May 2001
Delta State University, Cleveland, MS, GPA: 3.67

A.A., Business Administration, May 1999
Mississippi Delta Community College, Moorhead, MS, GPA: 3.97

SKILLS

- Budget/Forecast Variances
- Liability and Cash Management
- Bank Reconciliation
- Cash Management
- General Ledger
- Grants Management System (GMS)
- Microsoft Word
- Excel

- PowerPoint
- Access

TRAINING

- Summer Feeding/Childcare Fiscal Administration, USDA, Jackson, MS
- Fiscal Reporting Requirements for Grant Funded Programs, Mississippi Department of Health and Human Services, Jackson, MS, 2002 to 2002
- Head Start/CAP Fiscal Training, Department of Health and Human Services - Region IV, Atlanta, GA
- Accounting Software Annual Conference/Intensive Training, GMS, Crystal City, MD
- On-Site Fiscal Training, Western Kentucky University, Indianola, MS

HONORS

- State Conference, Phi Beta Lambda (PBL), Jackson, MS - 2nd Place - Accounting for Professionals
- State Conference, Phi Beta Lambda, Jackson, MS - 1st Place - Management
- National Honor Society, Phi Theta Kappa
- National Conference, Phi Beta Lambda, Chicago, IL - 9th Place - Business Law
- State Conference, Phi Beta Lambda, Jackson, MS - 2nd Place - Business Law
- MDCC, Finite/Calculus Award, Moorhead, MS
- MDCC, Business Law Award, Moorhead, MS

AFFILIATIONS

- American Accounting Association, 2001

REFERENCES

Available upon request

PATRICIA STOLTE

1289 NORTH ROAD SHELburnE, NEW HAMPSHIRE 03581
603/ 466-2404(H) ~ 603/ 752-3010(W) ~ 603/ 723-6246 (C)

CAREER OBJECTIVE:

To continue to work in a challenging, professional position in the aging and disabilities network

ADMINISTRATIVE:

- Nearly twenty-five years experience in positions requiring administrative responsibility and problem solving abilities including; nonprofit agencies, marketing departments, & human service programs
- Knowledge of all aspects of operational, financial and day-to-day management of both non-profit and for profit businesses
 - Responsible for managing resources, developing annual budgets, monitoring and managing budgets and overseeing contracts with DHHS.
 - Facility and building management for several sites
 - Human Resource experience writing policies & procedures, job descriptions, orientation and training
 - Supervising staff for three programs and directing four non-profit programs with 30 staff members
 - Agency delegate for several state conferences, involved in coordination of all aspects of annual events, fundraising projects and marketing campaigns
 - Grant writing, implementation and reporting
 - Administrator for Adult Day Care program
 - Volunteer management, recruitment and recognition

FISCAL MANAGEMENT:

- Budget management of nonprofit programs and coordination with central fiscal department
- Responsible submitting proposals for funding to state, federal and local governments for annual contracts
- Fiscal management of annual grants from NH Charitable Trust and other foundations.
- Budget management of advertising campaigns from \$500k to \$6 million for businesses

SKILLS:

- Proficient with Microsoft programs and database software
- Community partnering with agencies and community organizations,
- Work collaboratively with staff and colleagues.
- Possess solid communication and organizational skills

EDUCATION & TRAINING:

State University of New York at Fredonia 1978-80, BA in Business and Mass Communication
Monroe Community College, Rochester, NY 1976-78, Associates Degree in Business Administration
Brighton High School, Rochester, NY 1972-1976

Certified Information & Referral AIRs-Aging and Certified Medicare Counselor
Alzheimer's disease and Dementia training - NH Conference on Aging and Alzheimer's Association
NCOA/ASA National Conference attendee

WORK HISTORY:

Tri-County Community Action, Berlin, NH - Director of Elder Programs for Coos County and
ServiceLink Resource Center Manager - August 2004 to present
Mountain View Grand Resort, Whitefield NH - Public Relations Director - January to August 2004
Berlin NH Main Street Program Downtown Revitalization - Program Manager
November 1997 to January 2004
Zale Corporation/New England Karten's, Dallas/New Bedford, MA - Marketing Manager - 1991 to 1997
Pierce-Cote Advertising Agency, Osterville, MA Media Manager 1989 to 1991
Shreve, Crump & Low, Boston - Advertising & Public Relations Director - 1984 to 1989
Wolfe Publishing, Pittsford NY - Advertising Sales Representative - 1981 to 1984

ANGELA JOHNSON
45 Success Road • Milan NH 03588
(603) 449-7360

EDUCATION

A.A.S. in Accounting, NH Community Technical College, Berlin NH
Graduation Date: December 2004. GPA: 4.0

Groveton High School, Groveton NH. Course of Study: College Prep/Business.
Graduation Date: June 1988.

KEY SKILLS

- Education in accounting and business practices
- Program development and operations, strategic planning and leadership
- Grant writing
- Advanced computer knowledge in Microsoft products and applications

EXPERIENCE

Tri-County CAP, Inc., North Country Elder Programs, Berlin NH Jan. 89 - Present

Varying job capacities throughout tenure:

- supervise staff and volunteers
- program planning and development
- fiscal management
- statistics and government reports
- grant writing and fund maintenance
- Public and client relations
- interviewing/hiring
- software maintenance/program design

Calamari & Calamari, Attorneys-at-Law, Lancaster NH

July – Dec 1988

Real estate law firm. Accounts receivable, title search, filing.

References provided upon request.



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF COMMUNITY BASED CARE SERVICES

BUREAU OF ELDERLY & ADULT SERVICES

Nicholas A. Toupas
Commissioner

Nancy L. Rollins
Associate
Commissioner

129 PLEASANT STREET, CONCORD, NH 03301-3857
603-271-4680 1-800-351-1888
Fax: 603-271-4643 TDD Access: 1-800-735-2964

NH RECOVERY
putting new Hampshire to work

September 11, 2009

His Excellency, Governor John H. Lynch
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services (DHHS), Division of Community Based Care Services, Bureau of Elderly and Adult Services to enter into a sole source contract with Tri-County Community Action Program, Inc., (Vendor Code # 177195), to provide Nutrition Services/Home Delivered and Congregate meals to elderly individuals effective date of Governor and Council approval through September 30, 2010 in an amount not to exceed \$48,027.42. This contract is supported with funds made available under the American Recovery and Reinvestment Act of 2009 (ARRA) to provide Nutrition Services/Home Delivered and Congregate meals. Funds are available in the following account(s) for SFYs 2010 and 2011, with the authority to adjust encumbrances between each of the State fiscal years through the Budget Office if needed and justified.

05-95-48-481010-0885 HEALTH AND SOCIAL SERVICES, DEPT. OF HEALTH AND HUMAN SERVICES,
HHS: ELDERLY AND ADULT SERVICES, GRANTS TO LOCALS, AOA ARRA MEALS

Fiscal Year	Class/Object Code	Class Title	Amount
SFY 2010	502-500891	Contracts to providers	\$36,448.72
SFY 2011	502-500891	Contracts to providers	\$11,578.70
Totals			\$48,027.42

Source of Funds: One hundred percent Federal ARRA funds.

EXPLANATION

Funding for this contract with Tri-County Community Action Program, Inc. is with American Recovery and Reinvestment Act of 2009 Public Law 111-5 (ARRA) funds, which provide Nutrition Services/Home Delivered meals that meet the needs of elderly individuals who are unable to prepare meals for themselves by providing well-balanced meals and Nutrition Services/Congregate meals that meet some needs of elderly individuals by providing meals in a group setting. Upon approval of Governor and Executive Council, this contract provides 2,246 Home Delivered Meals, at a rate of \$5.32 per meal, for a total of \$11,948.72, through June 30, 2010. In addition, it provides 5,000 Congregate meals at the rate of \$4.90 per meal, for a total of \$24,500.00 through June 30, 2010 and 2,363 Congregate meals at the same rate for a total of \$11,578.70 for the period July 1, 2010 through September 30, 2010. Services are provided in accordance with The Older

American's Act (AoA) of 1965, as amended.

The Administration on Aging (AoA) awarded BEAS two grants from the American Recovery and Reinvestment Act of 2009 (ARRA) to provide Nutrition Services /Home Delivered meals and Nutrition Services/ Congregate meals to seniors in need of food by preventing waitlists and closures and to create or retain jobs. These funds assist New Hampshire communities dealing with rising food costs at a time when demand for services is increasing due to the economic downturn and the growing number of older adults.

The ARRA funds for the Home Delivered and Congregate Nutrition programs will be available for SFY 2010. Funding is also available for Congregate Meals Nutrition program for SFY 2011 through September 30, 2010, which coincides with the termination date of the Nutrition Services/Congregate Meals award.

The distribution of the ARRA funds for the Home Delivered and Congregate Meals programs was determined as follows: BEAS elected, with the support of the AoA, not to seek competitive bids for these services as all meals providers who submitted a bid in response to RFP 10 DCBCCS-BEAS-SS-01 released by BEAS on February 6, 2009, were awarded contracts for congregate and/or home delivered meals. BEAS contacted these providers and asked them to identify additional needs that meet the requirements of the ARRA funds. See attached list of nutrition providers, type of meals, number of meals and funding by SFY that BEAS is submitting to Governor and Executive Council for approval.

To maintain transparency and accountability for the use of ARRA funds, BEAS is awarding separate contracts to the Nutrition providers, which serves to segregate the ARRA funds from the ongoing BEAS supported Nutrition programs. Services provided and the associated costs will be tracked and reported separately on a monthly basis to meet the requirements of the ARRA legislation.

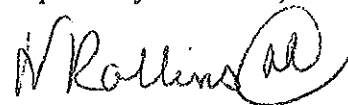
The contractor's performance will be measured by their ability to provide the number of meals and clients served, quality of service, each meal shall provide 1/3 of the Recommended Dietary Allowance (RDA) issued by the United States Departments of Health and Human Services and Agriculture, avoidance of a waitlist, and meeting the required documentation detailed in Exhibit C ARRA Standard Terms and as instructed by BEAS in accordance with the terms of the contract as evidenced by monthly invoices and reports submitted to BEAS.

Area served: See attached Catchment Area Form.

Source of Funds: One hundred percent Federal ARRA funds.

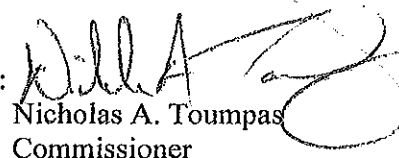
In the event that the Federal funds become no longer available, General Funds will not be requested to support these programs.

Respectfully submitted,



Nancy L. Rollins
Associate Commissioner

Approved by:



Nicholas A. Toumpas
Commissioner